

2008 PROPOSAL TO FUND SOIL CONSERVATION DISTRICT (SCD) CONTRIBUTION AGREEMENTS

CRITERIA AND GUIDELINES

Criteria for Selection:

1. High priority for funding would go to counties with the highest number of contracts (NRCS and TDA combined) by program divided by the number of NRCS Full Time Equivalency (FTE). Ties are to be broken by using total contract dollars for contracts in a program. Only those counties submitting a request for an application for a contribution agreement will be considered.
2. Special consideration by the State Conservationist will be given to a county with a high potential program workload that has traditionally demonstrated low performance. Counties that want special consideration need to complete the additional justification (Item 2) section on the application. Justification (narrative) should address the reasons for the traditionally low performance, steps taken to increase performance, and details of the performance outcomes that can be expected if matching funds are received.

Guidelines:

- ☐ Technical assistance obtained should be that provided by or through the SCD. In many counties, SCD employees are actually funded and paid through the county, but are directed and supervised by the SCD. These county funded positions are also eligible for this agreement. Technical assistance funded by this agreement includes conservation planning, practice design, layout, checkout and certification. Technical assistance does not include secretarial support. The Contribution Agreement will be established with the entity that pays the salary for the position.
- ☐ Position must become a certified conservation planner and obtain needed job approval within 12 months of the start of the Contribution Agreement.
- ☐ The Contribution Agreement is only good up through September 30, 2008, but may be renewed on an annual basis pending availability of funds.
- ☐ Work will be performed in support of four Farm Bill programs (see sample work plan) – Conservation Security Program (CSP), Conservation Reserve Program (CRP), Environmental Quality Incentives Program (EQIP), and Wetland Reserve Program (WRP) and the TN Department of Agriculture cost-share program. The work will also be in support of any new programs created in 2008 as a result of the pending Farm Bill Legislation.
- ☐ The SCD must provide a quarterly report of activities that directly relates to servicing USDA producers participating in NRCS programs.

- ☐ A work plan and Contribution Agreement similar to the sample agreement will be signed to obligate funds with the Soil Conservation District or government entity funding the position.
- ☐ Districts should determine the amount of an employee's time that will actually be spent on the four Farm Bill programs and TDA Cost-Share. It is not necessary that the total percentage of the position's time on the application equal 100 percent.

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**2008 APPLICATION FOR SOIL CONSERVATION DISTRICT (SCD)
CONTRIBUTION AGREEMENTS**

Soil Conservation District Name: _____

NRCS Contact: _____

The District is required to contribute at least 33 percent toward the cost of accomplishing the objective of the agreement. Time not spent on these programs is not reimbursable.

1. Total Estimated Personnel Cost by Program

Program	Estimated Percentage (%) of Total Employee Time Spent on the following programs	Expense (Salaries and Travel*)
WRP		\$
CSP		\$
CRP		\$
EQIP		\$
TDA		\$
Total		Total \$

Total must not exceed 100 percent.

*Estimated Valid Travel Expenses: \$_____ (Valid travel expenses are allowed only when attending NRCS program-specific training and/or certification / job approval activities.)

Salaries: \$_____

TOTAL: \$_____ (Salaries and Travel)

2. Additional Justification for potential workload as indicated in the Criteria and Guidelines:

The _____ Soil Conservation District agrees to the criteria and guidelines, sample agreement, and work plan if selected for funding.

Signature of SCD Chairperson

Date